

Sedgwick County
Emergency Communications

Dispatching Guidelines
For
Wichita Police Department

Norman Williams, Chief of Police

Diane Gage, Director of Emergency Communications

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Annual Review Required

SECTION I

1.0.00 PURPOSE OF THESE STANDARD OPERATING GUIDELINES

The purpose of these guidelines is to provide the Emergency Communications Dispatchers with a working knowledge of the procedures used by the Wichita Police Department. It is not intended to serve as a procedural manual with rigid rules; but rather to enhance the working relationship between dispatchers and officers.

These standard operating guidelines will be the definitive source for communications between the Wichita Police Department and Emergency Communications.

Any changes in these guidelines desired by the Wichita Police Department shall be placed in writing to the Director of Emergency Communications/Chief of Police. It is recommended that any desired changes be brought to the attention of the Liaison Officers from both Departments.

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SECTION II

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2.0.00 DEFINITIONS FOR WICHITA POLICE DEPARTMENT

2.1.00 The following definitions are an important part of the working vocabulary utilized by both the Wichita Police and the Emergency Communications Departments.

Admission	A statement by a suspect which tends to prove his/her guilt, but is not a confession
Beat	A geographic area within a patrol bureau, primarily assigned to one officer to continually patrol. There are nine beats in Patrol North and Patrol South. There are ten beats in Patrol West and Patrol East
Bureau	A Departmental unit (the Commanding Officer reports directly to a Division Commander) composed of two or more sections. Examples of Bureaus are North Bureau, South Bureau, etc
Call	A specific police task, performed in response to a public request for assistance or through the initiation of an officer
Chain of Command	The line of authority extending from the Chief of Police through a single subordinate at each level of command
Chief	The Chief of Police, the executive head of the Wichita Police Department
City	Wichita, Kansas
Commanding Officer	A captain or above, assigned to exercise authority over one or more organizational units of the Department
Confession	A formal declaration of guilt
Custody	The state of being detained or held under guard
Division	A Departmental unit (the Commanding Officer reports directly to the Chief of Police) composed of two or more bureaus. Examples of Divisions include Field Services, Investigations, etc.
Ediphone	Recorded phone lines for officers to call in their cases. The cases are then typed and filed by civilian records personnel.
FTO	Field Training Officers who are certified to provide on-the-job training for newly commissioned officers. Units designated as FTO units may check on as either a one-officer or two-officer unit. Indicate this information with a special contact in the unit's history
Fresh Pursuit	Pursuit, without unnecessary delay, of a person who has committed a crime or reasonably suspected of having committed a crime
Intent	The state of mind operative at the time an action is taken, wherein the actor desires the logical consequences of the act
Interrogation	The art of questioning or interviewing, particularly as applied to obtaining information from someone who is reluctant to cooperate; may apply to questioning of witnesses, victims, or others
Magistrate	A judicial officer having authority to conduct trials and hearing in criminal and civil matters, and issue writs, orders, warrants of arrest and other legal documents. In Kansas, the title of a magistrate of the Supreme Court is Justice; the Court of Appeals, District Courts and Municipal Courts have Judges
Normal Business Hours	8:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays)

Off Duty	The period of time when a member of the Department is not being compensated by the City to perform official police tasks
Officer	A full-time, duly-commissioned member of the Department
Officer in Charge	In the absence of a supervisor, the senior officer at the scene is in charge of any police incident until relieved by a higher-ranking officer
On Duty	The period of time when a member of the Department is performing required or official police tasks while being compensated
Police Incident	An occurrence or incident that requires police action or service
Probable Cause	A reasonable ground for belief in the existence of facts which would induce a reasonably intelligent person to believe that a person suspected of criminal activity had in fact committed, was in the act of committing, or was about to commit, such activity
Reporting Officer	The officer who makes an Incident Numbered WPD case which officially documents a call
Section	A Departmental unit (the Commanding Officer reports directly to the Bureau Commander) that performs a specific police function. Examples include patrol, community policing, etc
Senior Officer	In any group of officers of the same rank, the one who has the most aggregate time served in that rank
Supervisor	A commissioned officer with the rank of sergeant and above, or a non-sworn member of the Department who is designated to supervise other members of the Department
Watch	The fixed, ten-hour shift to which a Field Service Bureau officer is assigned

2.2.00 Additional Terms Defined

2.2.01 Gang/Targeted Offender Program

The purpose of the Targeted Offender Program is to identify individuals who are gang members, violent individuals, and registered sex offenders in the Wichita/Sedgwick County area. The purpose of this program is to reduce violent crime and provide maximum safety to law enforcement officers. The program is broken into three categories:

- Signal 33 – Gang Member/Associate
- Signal 34 – Registered Sex Offender
- Signal 35 – Violent Targeted Offender

DEFINITIONS

Criminal Street Gang Member. A person who

- A. Admits to criminal street gang membership;
- B. Meets three (3) or more of the following criteria:
 1. Is identified as a criminal street gang member by a parent or guardian;
 2. Is identified as a criminal street gang member by a state, county or city law enforcement officer or correctional officer or documented reliable informant;
 3. Is identified as a criminal street gang member by an informant of previously untested reliability and such identification is corroborated by independent information;
 4. Resides in or frequents a particular criminal street gang's area and adopts such gang's style of dress, color, use of hand signs or tattoos, and associates with known criminal street gang members;

5. Has been arrested more than once in the company of identified criminal street gang members for offenses, which are consistent with usual criminal street gang activity;
6. Is identified as a criminal street gang member by physical evidence including, but not limited to, photographs or other documentation.
7. Has been stopped in the company of known criminal street gang members two or more times;
8. Has participated in or undergone activities self-identified or identified by a reliable informant as a criminal street gang initiation ritual.

Criminal Street Gang Associate: A person who

- A. Admits to criminal street gang association;
- B. Meets less than the three (3) defining criteria for criminal street gang membership.

**RECRUITING CRIMINAL STREET GANG MEMBERS: CRIMINAL STREET GANG INTIMIDATION:
BONDING OF CRIMINAL STREET GANG MEMBERS — PURSUANT TO K.S.A. 21-4226**

- A. Recruiting criminal street gang membership is causing, encouraging, soliciting or recruiting another person to join a criminal street gang that requires, as a condition of membership or continued membership, the commission of any crime or membership initiation by submission to a sexual or physical assault that is criminal in nature, or would be criminal absent consent by the initiated.
- B. Criminal street gang intimidation is the communication, directly or indirectly with another, any threat of personal injury or actual personal injury to another or any threat of damage or actual damage to property of another with the intent to:
 1. Deter such person from assisting a criminal street gang member or associate to withdraw from such criminal street gang; or
 2. punish or retaliate against such person for having withdrawn from a criminal street gang.
- C. When a criminal street gang member, as defined in section 2, and amendments thereto, is arrested for a person felony, bail shall be at least \$50,000 cash or surety, unless the court determines on the record that the defendant is not likely to re-offend, an appropriate intensive pre-trial supervision program is available and the defendant agrees to comply with the mandate of such pre-trial supervision.
- D. If a criminal street gang member is arrested for a person felony as defined by Kansas State Statutes, then the following process will be followed:
 1. The arresting officer will access the gang database through an available gang officer or gang detective, or by running the individual's name on the computer containing access to the gang database available at each sub-station.
 2. The officer will complete an arrest affidavit documenting the facts of the case and include a sentence pertaining to the arrestee's gang affiliation. The affidavit will contain the following sentences:

The arrested party is a documented criminal street gang member as defined in K.S.A. 21-4226. The arrested party meets State guidelines for a criminal street gang member, and was documented in the W.P.D. gang database on _____(date) as a member of the _____(name of gang) criminal street gang.

Three (3) of the following criteria are required to nominate an individual as either a Signal 34-Known Registered Sex Offender or a Signal 35-Violent Targeted Offender:

- A. Suspect in a homicide;

- B. Suspect in an aggravated assault;
- C. Suspect in a robbery;
- D. Suspect in a rape/sex offense;
- E. Registered sex offender;
- F. Suspect in a battery LEO/resist arrest;
- G. Suspect is currently on probation/parole;
- H. Arrested for a weapons violation;
- I. Identified gang member by the Gang/T.O.P. Section.

2.2.02 Terrorism Screening Center (TSC)

The Department of Homeland Security and the Terrorism Screening Center (TSC) have initiated a program to place all persons associated with terrorist or extremist organizations in a single database for tracking purposes. Whenever an officer runs a person that is on this list in NCIC, there will be a "hit" registered with the TSC. The officer having the person stopped will receive a warning code via NCIC and a message to call the TSC immediately. The warning codes are as follows:

- TSC Code 1: This individual is associated with terrorism. The person is to be arrested and the TSC contacted immediately
- TSC Code 2: This individual is of investigative interest regarding associations with terrorism. This person is to be detained for a reasonable amount of time for questioning and the TSC contacted.
- TSC Code 3: This individual may be a person identified by intelligence information as having possible ties to terrorism. The subject is not to be alerted to this status and the TSC is to be contacted.
- TSC Code 4: This individual may be a person identified by intelligence information as having possible ties to terrorism. The subject is not to be alerted to this status and the officer should attempt to gain sufficient information to positively identify this individual.

2.2.03 Crime Classifications

Crimes are generally broken into three categories; misdemeanors, felonies and infractions. In many cases, previous criminal history determines if the crime will be prosecuted as a felony or misdemeanor.

- Felony** Crimes punishable by death or imprisonment in any state correctional institution. Also includes any crimes defined as a felony by law. Some examples of felonies are rape, armed robbery, murder, third DUI, burglary of an occupied dwelling, assault or battery with a weapon, drug charges with a weapon involved, and theft or vandalism of more than \$1000.
- Misdemeanors** These include less serious crimes and are punishable by not more than one year in a county jail. Some examples of misdemeanors are trespassing, prostitution, first/second DUI, and theft or vandalism of less than \$1000.
- Infractions** Behaviors not necessarily considered a crime are infractions and are only punishable by fine. An example of an infraction would be a traffic ticket.

SECTION III

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3.0.00 WPD COMMAND, AUTHORITY AND RESPONSIBILITY

3.1.00 The commissioned rank structure of the Wichita Police Department (WPD) is as follows:

- Chief of Police
- Deputy Chief
- Captain
- Lieutenant
- Sergeant
- Detective
- Police Officer

3.1.01 Deputy Chief

A Deputy Chief will be assigned as the “Duty Chief” for a one-month period on a rotating basis. This position will be immediately available for call after normal 8 a.m. to 5 p.m. working hours.

The Duty Chief is responsible for notifying Emergency Communications of where and how to reach him/her after hours. The person taking the information is responsible for appropriately indicating it in CAD and on the Duty Board.

In the event of a major incident after regular office hours, Watch Commanders will request Emergency Communications to notify the Duty Chief. In order for Emergency Communications to adequately describe the incident, the Watch Commander will ensure that sufficient information is available at the time of request. Major incidents include but are not limited to:

- Officer-involved Shooting Incidents
- Plane Crashes
- Bombings
- Civil Disorders
- Incidents Involving Serious Injury or Death to any Member of the Department
- Arrest of any Department Member
- SWAT Call-outs

3.2.00 Noncommissioned Members of the Wichita Police Department include:

3.2.01 Ambassador Units

Non-commissioned personnel assigned to check meter violations, abandoned vehicles and parking complaints in the core area of downtown Wichita. The Ambassadors cannot make any calls that require towing a vehicle, nor will they provide traffic control for accidents or failing traffic control devices. The core area consists of Central to Kellogg and Hydraulic to Mclean. Ambassador Units operate on the WPD South channel from 0900 to 1700, Monday through Friday.

3.2.02 Breath Alcohol Test Van (BAT Van)

Civilian employees of the Wichita Police Department operate BAT Vans. They process suspected intoxicated drivers for patrol officers. In the case of multiple arrests or combative prisoners, vans can transport persons to jail. If no BAT Van is available, the officer transports the subject to the Adult Detention Facility or Juvenile Intake Assessment Center and the dispatcher will attempt to locate a certified Intoxilyzer operator to meet them. If an officer requests a BAT Van for a combative prisoner, this request takes priority over an Intoxilyzer request. BAT Van operators are issued uniforms but do not carry weapons.

3.2.03 Case Desk

This civilian section of the Department records criminal cases from both police officers and citizens. Case Desk takes the reports directly over the phone so they must not require the presence of an officer. The benefits of telephone service to the citizens are:

- A. Convenience
- B. Quicker service

- C. Faster injection of report information in the system for follow-up
- D. Saving the beat officer for emergency availability

3.2.04 Chaplains (706)

Volunteer members of the clergy who agree to serve at least two (2) twenty-four-hour duty shifts each month. Officers request Chaplains through Emergency Communications and are tracked on the WPD North Console. They are responsible for delivering death notifications; assisting those who have attempted suicide; assisting with mental cases; responding to serious accidents to comfort the injured and/or relatives; assisting victims, parents or relatives during searches for lost children or disaster incidents; assisting in family disturbances; counseling prisoners; and any other incidents in which his/her services have been requested. They do not carry a weapon nor are they issued WPD uniforms. An officer assists the Chaplain on all calls unless stated otherwise.

3.2.05 City Hall Security

Civilian employees of the Wichita Police Department that maintain order and protect the grounds of City Hall, as well as direct citizens seeking assistance at City Hall. City Hall security will respond to calls for police services at City Hall but may require the additional assistance of a commissioned member in the disposition of certain types of calls. City Hall security officers will screen persons entering the facility, monitor security systems at City Hall and remote City owned facilities and monitor camera systems at certain City owned venues. City Hall security will answer the Crime Stoppers telephone and provide limited assistance to after-hours callers to City Hall. City Hall security will not take Incident Reports from citizens.

When Emergency Communications receives an alarm from, or is notified of a disturbance at any location within City Hall, Security Officers shall immediately be dispatched to the location of the alarm or disturbance to assess the situation. If additional assistance is needed, patrol officers will be requested and dispatched. During normal business hours, the dispatcher shall also call the Chief's Office at 4158.

3.2.06 Crime Scene Investigators (Labs)

There are eleven Crime Scene Investigators and three Crime Scene Supervisors assigned to the Crime Lab. They are responsible for investigating crimes such as homicides, suicides, dead bodies, robberies, rapes, drive-by shootings, assaults, burglaries, auto thefts and any other crime necessitating a specialized skill. Other responsibilities may include attending autopsies. The lab investigators wear issued uniforms but do not carry weapons. An officer assists the investigator on all calls except picking up 02 kits unless stated otherwise.

3.2.07 Special Police Information and Data Entry and Retrieval (SPIDER)

Civilian employees of the Wichita Police Department who utilize the National Crime Information Center (NCIC) and the City of Wichita computer systems to answer requests and provide information to the field units. The department is located on the fifth floor of City Hall in WPD records and utilizes SPIDER1 and SPIDER2 radio frequencies. SPIDER performs the following duties:

- A. Check for persons wanted by local authorities or through the National Crime Information Center (NCIC);
- B. Check for items listed as stolen such as: vehicles, license plates, guns, bicycles, or any items with unique serial numbers;
- C. Check registration information on vehicles, license plates, bicycles, and boats;
- D. Dispatch wrecker services for private-tows and police impounds;
- E. Contact the appropriate public service agency, utility company or other proper authority to respond to the scene of defective traffic signals, hazardous street conditions, utility poles/lines down, water/gas lines broken, etc;
- F. Enter, retrieve, or modify information on store reports;
- G. Enter, retrieve, modify, or cancel police information into the WPD and/or NCIC computer systems.

3.2.08 Station Clerks

Civilian employees of the Wichita Police Department that work in the individual police substations as customer service personnel. Duties include:

- A. Answer phone lines and direct calls to appropriate individuals;
- B. Assist citizens that come to the station for police services;
- C. Take written police reports for crimes and incidents that do not require a commissioned member to take the report;

- D. Forward complaints and routine information to police officers and supervisors for disposition;
- E. Enter, retrieve, or modify information on police reports;
- F. Take 911 transfer calls that are within the scope of their ability to handle.

The Station Clerk is responsible for controlling access to the building, completing Incident Reports on cases reported by citizens, assisting citizens in filing traffic accident reports, and relaying messages received for off-duty officers.

3.3.00 Specialized, Commissioned Officers of the Wichita Police Department

3.3.01 Air Section

The Air Section coordinates and supports the operational activities of ground units by assisting with apprehensions, vehicle pursuits, foot chases, criminal investigations, traffic control, search-and-rescue, crime prevention, community-oriented policing activities, and special community events. The helicopters also serve as "force multipliers" which create the psychological effects of police omnipresence.

3.3.02 Badge on the Floor (BOF)

The Wichita Police Department (WPD) is in the process of eliminating station officers through attrition. They are located only at the Patrol East substation. Badges are commissioned law enforcement officers with limited arresting powers.

Sub Station Badge on the Floor is responsible for controlling access to the building, completing Incident Reports on cases reported by citizens, assisting citizens in filing traffic accident reports, and relaying messages received for off-duty officers.

3.3.03 Community Policing Officers (CP)

A community police officer is assigned to each response zone and coordinates all community activities. They also help plan strategies for solving crime in the area. The community policing officer is responsible for collecting crime analysis and staffing information and meeting with the patrol officers, neighborhood associations, community groups, and others in order to coordinate police services that are tailored to the unique needs of the beat.

3.3.04 Detectives

The Wichita Police Department's Investigations Division is comprised of four Bureaus; the Property Crimes Bureau, the Crimes Against Persons Bureau, the Special Investigations Bureau, and the Technical Services Bureau, which includes the Crime Lab Investigators (CSI). Personnel in these bureaus are responsible for follow-up investigations of criminal cases. They work closely with victims, witnesses, citizens, and other law enforcement agencies to solve problems and crimes.

3.3.05 Exploited and Missing Child Unit (EMCU)

The Wichita - Sedgwick County Exploited and Missing Child Unit is a joint program comprised of social workers from the Kansas Social and Rehabilitation Services and investigators from the Sedgwick County Sheriff's Office, and the Wichita Police Department. EMCU investigates child sexual abuse, missing and abducted children, identifies offenders and presents evidence for the prosecution of violators with the least amount of trauma to the child victims. EMCU personnel are also responsible for the identification and investigation of Internet exploitation and Internet crimes against children.

3.3.06 Explosive Ordnance Disposal Team (EOD)

The Explosive Ordnance Disposal Team is assigned to the Special Operations Bureau. They respond to any incident that requires handling or securing of explosives, suspected devices, or weapons of mass destruction. In addition the unit handles all post blast investigations, conducts bomb threat awareness programs for corporations, and other police departments.

3.3.07 Mounted Unit

The Mounted Unit is an auxiliary unit composed of commissioned members of the Police Department. The Mounted Unit is activated by special order to support the activities of other departmental units during major community events or police operations to provide crowd control in areas where other patrol techniques are less effective and during search and rescue operations covering large geographical areas.

3.3.08 Reserve Officers

The Reserve Unit falls under the Support Services Division, Special Operations Bureau. Reserve Police Officers are non-paid positions that are fully commissioned law enforcement officers and are required to work a minimum of twenty hours a month. Responsibilities of Reserve Officers include patrol, traffic enforcement and many other support functions.

3.3.09 School Liaison

School Liaison program has provided officers from the Wichita Police Department for classroom presentations in the Wichita Public Schools. This cooperative program increases student awareness of citizens' rights and responsibilities under the law while fostering positive attitudes toward police officers and law enforcement. One of the main functions of the School Liaison is oversight of the D.A.R.E. program within schools.

3.3.10 School Resource Officers (SRO)

These officers work to increase student's awareness of their rights as citizens and their responsibilities under the law. The expanded School Resource Officer program and the School Liaison program are fostering the department's community policing initiative, building positive relationships between young people and law enforcement.

3.3.11 Special Community Action Team (SCAT)

A Special Community Action Team is assigned to each patrol Bureau. The personnel of this unit target street level gang and drug issues. They normally work the "power shift" from 1900 – 0300 on self-initiated cases.

3.3.12 Special Weapons and Tactics Team (SWAT)

The SWAT unit is under the command of the Special Operations Bureau and consists of one unit commander the rank of Lieutenant, supervisors, team members, medical personnel, and negotiators. The team may be activated for the scene of any hostage, barricaded suspect, sniper situation, or any other incident requiring a controlled response to a dangerous, or potentially dangerous set of circumstances.

SECTION IV

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4.0.00 PROCEDURAL GUIDELINES

4.1.00 Priority "E" Calls

Priority "E" calls are those calls where a life-threatening situation exists or a serious felony crime is in progress. The dispatcher should take great care to obtain all the information possible from the caller. Especially important is any information concerning weapons, descriptions of suspects and vehicles, and types of hazards. Speed is essential, but obtaining all possible information is vitally important to priority calls.

The dispatcher will assign patrol units to the area and to the scene. The call is aired on all law enforcement talk-groups and preceded by three beeps (Alert 3), with the exception of a field unit in trouble, which is preceded by a warble tone (Alert 2). As the dispatcher receives additional suspect information, they will re-broadcast on all law enforcement talk-groups. Officers will receive emergency radio traffic upon arrival of all Priority "E" calls.

4.1.01 The following is a list of Priority "E" calls for the Wichita Police Department.

01	Homicide
02IP	Rape or sexual assault in progress
APTT	Apartment fire with people trapped
AR	Armed robbery
BLDGT	Building fire with people trapped
BNKROB	Bank Robbery
BURGIP	Burglary in progress
CARJAC	Car Jacking
CLUB	Clubbing
CODE25	Barricaded subject
CUT	Cutting or stabbing
DEVICE	Found device or explosive
FIT/PIT/OIT	Field unit in trouble
HOUSET	House fire with people trapped
HU	Hold-up alarm on a Business
PKG	3si device alarm
ROBIP	Robbery in progress
SHOOT	Shooting
SUB	Submersion
Other serious felonies in progress	

4.1.02 Dispatch all Priority "E" calls as soon as possible, normally within one minute. Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls anywhere in the City of Wichita. If no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

1. Broadcast "Any officer that can be 10-8"
2. Traffic officers (within Bureau)
3. Call back from Lunch (602) (within Bureau)
4. Call backs from Priority 2, 3 or 4 calls where contact has not been made (within Bureau)
5. Assign Sergeants (within Bureau)
6. Other patrol officers (outside Bureau)
7. Special Community Action Team (SCAT) Officers
8. Call backs from Lunch (602) (outside Bureau)
9. Call backs from Priority 2, 3 or 4 calls where contact has not been made (outside Bureau)
10. Assign Sergeants (outside Bureau)
11. Assign Patrol Watch Commanders
12. Assign Detectives
13. Assign Sheriff Officers

There are times when the dispatcher must prioritize the priority calls. This is a judgment call by the dispatcher but several things must be considered: The severity of each situation, the distance of responding officers and the

manpower situation in relation to all calls that are holding. The threat or danger to life/health has priority over the threat or danger to property.

4.2.00 Priority "1" Calls

Priority "1" calls are urgent calls. These are calls where a serious crime has just occurred or is imminent, bodily injury has just occurred or is imminent, or another agency requires immediate police assistance. Dispatchers should take great care to obtain all the information possible from the caller.

Especially important is any information concerning weapons, descriptions of suspects and vehicles and types of hazards. Speed is essential, but obtaining all possible information is vitally important to priority calls

Priority "1" calls will normally only be dispatched on the talk-group the responding units are operating, with the exception of weapons calls where the suspect has left in a vehicle with the weapon. Assign emergency traffic for any just occurred or in progress felonies as well as, any weapons calls.

4.2.01 The following is a list of Priority "1" calls:

02JO	Sexual assault or attempt that just occurred
47HZ	Non-injury accident involving hazardous materials
48	Injury accident
48HR	Injury accident where someone has left the scene
48T	Injury accident involving someone who is trapped
48HZ	Injury accident involving hazardous materials
99JO	Escape just occurred
ABDUCT	Abduction/kidnapping
ANBITE	Animal bite
ASSIST	Assist law enforcement personnel
ASSTE	Assist EMS personnel
ASSTF	Assist fire department personnel
ASLT	Simple assault requiring medical attention
SUICID	Attempted suicide
ATJO	Auto theft just occurred
ATIP	Auto theft in progress
BURGJO	Burglary just occurred
BURNS	Person with fire or chemical burns
CAVEIN	Building cave in
CODE26	Bomb threat with no device located
COLLAP	Building collapse with no injuries
DEATH	Obvious death
DISTWP	Disturbance with weapon
DRIVBY	Drive by shooting with no injuries
DROWN	Drowning in a bathtub or pool
DVA	Domestic violence alarms
DVWP	Domestic violence with weapon
EXPLOS	Check an explosion
HURES	Hold-up alarm on a residence (Alert 3 on Sheriff only)
HWYROB	Highway robbery
HZ2	Chemical or radioactive spill
HZ3	Chemical or radioactive spill
ICTAIR	Airport emergency at Mid-Continent Airport
INDACC	Industrial accident
LARCIP	Larceny in progress
MA	Medical alarm
METH	Methamphetamine lab
METHSM	Methamphetamine smell
ORANGE	Code Orange
PLANE	Plane crash
PURSE	Purse snatch
RESROB	Residential robbery
SAR	Strong armed robbery
SCWP	Suspicious character with a weapon

SE	Silent entry alarm
SHOCK	Person electrocuted
SIG4	Check suicidal person
SUICID	Suicide
TRAP	Person trapped
UNKE	Unknown call for an ambulance
VANDIP	Vandalism in progress
VEH	Vehicle fire
WALKIN	Walk-in aggravated assault victim to a medical facility

4.2.02 Dispatch all Priority "1" calls as soon as possible, normally within three minutes. Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls anywhere in the City of Wichita. If no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

1. Broadcast "Any officer that can be 10-8"
2. Traffic officers (within Bureau)
3. Call back from Lunch (602) (within Bureau)
4. Call backs from Priority 2, 3 or 4 calls when no contact has been made (within Bureau)
5. Assign Sergeants (within Bureau)
6. Other patrol officers (outside Bureau)
7. Special Community Action Team (SCAT) Officers
8. Traffic officers (outside Bureau)
9. Call backs from Lunch (602) (outside Bureau)
10. Call backs from Priority 2, 3 or 4 calls when no contact has been made (outside Bureau)

4.3.00 Priority "2" Calls

Priority "2" calls are those calls requiring prompt dispatch. These are calls where a crime has occurred of a non-life threatening nature and immediate response is not necessary to arrest the offender. They also include calls that indicate a potential, but not certain probability, of a more serious situation than indicated.

4.3.01 The following is a list of Priority "2" calls:

02RT	Sexual assault or attempt report
104	Unknown accident
104HR	Unknown accident where someone has left the scene
32PER	Check for a Signal 32 or pick up a Signal 32
46	Check a moving drunk driver
ABUSE	Child abuse report
ADLTSL	Adult shoplifter in custody
AGGRT	Aggravated assault report
ANIMAL	Animal injured or loose
AUD	Audible burglary alarm
BURGRT	Burglary report
CELL	Cell phone hang-up
CKBUSN	Check a business
CKSHOT	Check shots
CKRES	Check a residence
DA	Disturbance alarm
DIST	Disturbance
DV	Domestic violence disturbance
DUI	Check a drunk driving who is parked
FORGJO	Forgery just occurred
FOUNDA	Found adult
FOUNDJ	Found juvenile
HANGUP	9-1-1 Hang up from a hard line
HZ6	Unknown white powdery substance
INDEXP	Indecent exposure
INDLIB	Indecent liberties report
JUVSL	Juvenile shop lifter in custody

LARCJO	Larceny just occurred
LOSTA	Lost adult
LOSTJ	Lost juvenile
MANDWN	Check a man down
OD	Intentional over dose
PRVDIS	Stand by to prevent a disturbance (approved)
SIGN	Sign down
SC	Suspicious character
TILL	Larceny - Till Tap
TRUANT	Truant
UNKE	Unknown call for EMS
UNKP	Unknown call for police
VICDOG	Vicious dog
VANDJO	Vandalism just occurred
WELFAR	Check someone's welfare
WEAPON	Weapons violation (officer initiated)
XPORT	Prisoner escort

4.3.02 Dispatch Priority "2" calls as soon as possible, normally within seven minutes. Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls anywhere in the City of Wichita. If the call holds for seven minutes and no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

1. Broadcast "Any officer that can be 10-8"
2. Traffic officers (within Bureau)
3. Call back from Lunch (602) (within Bureau)
4. Call backs from Priority 2, 3 or 4 calls when contact has not been made (within Bureau)
5. Assign Sergeants (within Bureau)
6. Other patrol officers (outside Bureau)

4.4.00 Priority "3" Calls

Priority "3" calls are non-emergency, nuisance, or report calls that do not require an immediate response. Additionally, it includes assist a citizen type situations when an officer responds to talk to a citizen or assist them in a small matter that is not necessarily a police matter. The dispatcher must use careful judgment in interpreting these requests to ensure that it does not require a higher priority response. If there is any question as to whether or not to dispatch the call, transfer it to the appropriate sub-station and stay on the line until the officer makes a determination.

4.4.01 The following is a list of Priority "3" calls that the Wichita Police Department responds an officer:

32VEH	Auto theft recovery
47	Non-injury accident
47HR	Non-injury, hit and run accident
48RT	Injury accident report
99RT	Escape custody report
ARSON	Arson report
ASLTRT	Assault report with visible injuries or from a medical facility
ATC	Attempt to contact
CARALM	Car alarm
CKLITE	Check lights when the malfunction is an immediate traffic hazard
CKRA	Check for a runaway
CLRLOT	Clear a parking lot
CKBLDG	Building check
CKCLUB	Club check (officer initiated)
CURFEW	Curfew violation
DISCRT	Disorderly conduct report with a complainant
DRUGS	Drugs report
DVRT	Domestic violence report
FCC	Fireworks complaint with a complainant
FCCNO	Fireworks complaint without a complainant (broadcast only)

FOUNDP	Found property
FORGRT	Forgery report
GAMBLE	Illegal gambling report
TOW	Vehicle impound (officer initiated)
LIQUOR	Liquor law violation
LOCKED	Person locked in a vehicle
MISCRT	Miscellaneous report
MISCSR	Miscellaneous service
PRKVIO	Parking violation
PARTY	Party complaint
RESIST	Resist arrest report (officer initiated)
ROBRT	Robbery report
TRAFIC	Traffic related incidents
TRSHRT	Trash report
TRUANT	Truant
VICE	Vice report
VRDL	Violation of road and driving law (without a complainant, broadcast only)
WATER	Check water

4.4.02 Priority “3” calls are those calls which do not require a rapid response to prevent injury or property damage. Unless the officer will have contact with a suspect in addition to filing the report, assign one officer. If they will have suspect contact or numerous individuals are involved, respond two officers. Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls from other beats. If a call holds for 10 minutes with no beat officer available, the dispatcher should attempt to respond an officer by:

1. Request “any officer 10-8” followed by the call classification and location;
2. Send an available beat officer from elsewhere in the Bureau;
3. Notify a supervisor via radio of the call holding. The supervisor will attempt to provide a disposition for how to handle the call (i.e. transfer to station clerk, hold for first available, etc.).

4.5.00 Priority “4” Case Desk Calls

4.5.01 Case Desk – This civilian section of the Department records criminal cases from both police officers and citizens. Case desk takes the reports directly over the phone so it must not require the presence of an officer (i.e. no offender to arrest, no evidence to collect, no need to prevent a crime from occurring or the crime has not just occurred). The benefits of telephone service to the citizens are:

- E. Convenience
- F. Quicker service
- G. Faster injection of report information in the system for follow-up
- H. Saving the beat officer for emergency availability

4.5.02 Calls transferred to the Case Desk include but are not limited to

ASLTRT	Simple assault report with no visible injuries. Does not include calls from medical facilities
ATRT	Auto Theft
DISTR	Disturbance over report
EMBEZ	Embezzlement reports
FRAUD	Fraud reports
GRO	Larceny of gasoline
LARCRT	Larceny reports less than \$10,000
LOSTP	Lost property
RART	Runaway from SRS custody, WCH, or Justice Liberty
SCRT	Suspicious character gone report
VANDRT	Vandalism report less than \$10,000

4.5.03 Prior to transferring a citizen to the Case Desk, conduct adequate questioning to ensure that the appropriate steps are taken. Questioning should include, but is not limited to:

Is there a crime that is in progress or just occurred that a physical police presence would provide protection to the citizen or apprehend a suspect?

Would an officer presence prevent a crime from occurring?

Is there physical evidence left at the scene to pick up and submit for the case?

Did the incident occur in the City of Wichita?

Does the report involve people who fall under the definition of domestic partners?

Is the suspect still in close proximity to the caller?

4.5.04 If a citizen demands an officer response, the call will be dispatched. Case Desk calls are Priority “4” telephone reports that require one officer be dispatched within 50 minutes. If the call holds for 50 minutes with no patrol officer available within the Bureau, the dispatcher should attempt to respond an officer based on the following:

1. Broadcast on the appropriate channel, “Any officer that can be 10-8” followed by the call classification and the location.

4.6.00 Priority “4” Badge on the Floor / Station Clerk Calls

4.6.01 Calls that are not handled by the WPD Case Desk but do not require an officer response should be transferred to the appropriate Badge on the Floor / Station Clerk whenever possible. Consider the badges / Clerks as valuable tools in assisting citizens with questions or filing miscellaneous reports. Calls that should be transferred to the Badge on the Floor / Clerk include but are not limited to:

ABNVEH	Abandon vehicles on private property are to be transferred to the appropriate station officer. The Badge can help the caller identify if the vehicle is one that can be towed by the citizen or one that is determined to be a nuisance that the Health Department will assist with.
DISCRT	Disorderly Conduct Reports when the caller only wants contacted by phone. After transferring the caller to a Badge to make this report, dispatch officers to the location to handle the situation. This practice allows officers to quickly respond without requiring additional time to write the report.
RART	Runaway Reports
47RT	Non-injury Accident Report. The accident occurred sometime earlier with no evidence to collect and the suspect is no longer on scene.

4.6.02 Transfer general information questions to the appropriate Badge on the Floor / Station Clerk. Emergency Communications never gives citizens legal advice. If a call taker is unsure if an officer response is necessary, they should transfer the caller to the badge and stay on the line until a determination can be made.

SECTION V

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5.0.00 NOTIFICATIONS

When officers are dispatched on certain types of calls, the 9-1-1 supervisor is responsible for notifying specific members of the Wichita Police Department. The 9-1-1 supervisor will make all notifications of these personnel listed: (see "Info Notifications/WPD")

Homicide - Crimes Against Persons Captain, Investigations Deputy Chief, Chief of Police, Duty Chief, Duty DA, DA1, DA2, MEDEXM

Officer Discharging Firearm – Chief of Police, Duty Chief, Crimes Against Persons Captain, Professional Standards Captain, Police Legal Counsel (City Attorney), Duty DA, DA1, DA2, (DA40), Appropriate Field Services Bureau Captain.

Officer Discharge Firearm at Animal - Duty Chief, Professional Standards Captain.

Injury/death to citizen occurring while in Police custody – Chief of Police, Duty Chief, Crimes Against Persons Captain, Professional Standards Captain, Police Legal Counsel (City Attorney), Duty DA, DA1, DA2, (DA40), Appropriate Field Services Bureau Captain.

Officer Shot – Chief of Police, Duty Chief, Crimes Against Persons Captain, Professional Standards Captain, Appropriate Bureau Captain, Lab104, Police Legal Counsel (City Attorney), Duty DA, DA1, DA2, DA40.

Bomb threat with Device located or when the bomb squad is activated – Chief of Police, Duty Chief, Special Operations Captain and ATF.

1048 involving injury to police officer – Chief of Police, Duty Chief, Appropriate Bureau Captain

Apparent Death Traffic Accidents - Special Operations Captain, AFU Duty Officer, Duty DA.

Bank Robberies - FBI

Pursuits that meet the notification criteria – Chief of Police, Duty Chief

Code Blue Child/6 years or younger – Homicide Detective

Other Major Incidents: Notify Duty Chief

- Plane Crashes

- Bombings

- Civil Disorders

- Incidents involving serious injury or death to any police employee

- Arrests of Departmental Personnel

- S.W.A.T. call outs

The on-duty Patrol Watch Commander will be informed of these situations by the dispatcher. The Watch Commander may request the notification of additional personnel.

6.0.00 GUIDELINES FOR DISPATCHING AND RADIO OPERATIONS**6.1.00 Field Unit in Trouble (OIT/PIT/FIT)**

6.1.01 Broadcast these calls on all law enforcement channels regardless of the existence of emergency radio traffic. The Alert 2 tone (warble tone) is used followed by, "Officer in Trouble at _____ (state the location), repeat it once and state the channel the call is operating on. This is referred to as being "*put out in trouble*".

6.1.02 Assign three officers and a field supervisor to this call and issue emergency radio traffic. After assigning officers, attempt to contact the officer again. The officer will remain put out in trouble until:

- A. He/she advises they are no longer in trouble; or
- B. An officer who has contact with him/her advises they are no longer in trouble; or
- C. A sergeant or above advises the officer is no longer in trouble

6.1.03 Once advised that the officer is no longer in trouble, the dispatcher will disregard all other incoming units on all law enforcement channels, preceding the message with Alert 1 (one long tone).

6.2.00 Emergency Button Activation

Each Field Services portable radio and all car mobile radios are equipped with an emergency button to assist field units in getting immediate assistance if they are unable to speak on the radio. Regardless of which channel the radio is on, it will automatically switch to its home talk-group upon emergency button activation.

The home talk-group of the radio will automatically be turned up at each console and a message will be delivered stating which unit activated the button, the last call they responded to, and the length of time since a status change was recorded in CAD.

6.2.01 Upon emergency button activation and unless the dispatcher has additional indicators that the officer is in trouble, they will try to raise the officer by stating, "____ (unit number), checking your welfare". If the dispatcher has additional indicators, he/she will immediately put the officer out in trouble as described above.

6.2.02 If the officer is not in trouble, they are to advise "Code 99" and reset their radio. If an officer gives any other response or it is apparent that they are in trouble, the dispatcher will immediately put them out in trouble as described above.

6.3.00 No Response from Field Unit

6.3.01 CAD automatically prompts the dispatcher to check the welfare of an officer after an elapsed period of time with no radio traffic. The time frame for the automatic prompt is based on the call classification and ranges from five minutes to 30 minutes. When prompted, the dispatcher will:

- A. Attempt to verbally raise the officer on the radio two times
- B. If there is no response, the closest available officer will be dispatched (the officer will not respond 10-39)
- C. The dispatch will check SPIDER1 channel for the officer
- D. If contact is not made, the dispatcher will radio alert both the mobile and portable radios
- E. The dispatcher will tone the officer
- F. If there is still no response, the call will be dispatched as a, "Possible officer in trouble, unable to contact" as described above

A police or dispatch supervisor may override this procedure at any time. This procedure will not alter the policy of immediately dispatching officer in trouble calls resulting from officer requests or emergency button activations.

6.4.00 Sexual Assault (02RT/02JO/02IP)

Never say the term "rape" over the radio.

6.4.01 Assign one officer and a supervisor to all rape reports, attempted rape reports, or other rape-related incidents that have not just occurred or in progress. If the assault has occurred within ten minutes of the call, assign two officers and a supervisor.

6.4.02 When the sexual assault examiners at the medical facility package rape kits and clothing evidence, they will contact dispatch and advise when it is ready for release. Crime Scene Investigators pick up and transport the packages (MISCSR).

6.5.00 Armed Robbery (AR)

6.5.01 An armed robbery is the only Priority "1" call classification that is treated as a Priority "E" call. When a dispatcher receives an armed robbery, they are to immediately broadcast on all law enforcement channels with the following information:

- Alert 3
- Armed robbery
- Location
- Brief suspect description
- Mode and direction of travel
- Units responding
- Channel for operations

It is essential to the officer's safety and the possible apprehension of a suspect that officers have this information immediately. As the dispatcher receives additional information, they will re-broadcast the updates on all law enforcement talk-groups.

6.5.02 Assign two officers and a supervisor to all armed robberies. Officers may request additional units to search the surrounding areas. Assign emergency traffic upon the arrival of officers.

6.6.00 Shooting/Stabbing Incidents

6.6.01 Broadcast these calls on all law enforcement channels as soon as possible with the following information:

- Alert 3
- Call Classification
- Location
- Brief suspect description
- Mode and direction of travel
- Units responding
- Channel for operations

It is essential to the officer's safety and the possible apprehension of a suspect that officers have this information immediately. As the dispatcher receives additional information, they will re-broadcast the updates on all law enforcement talk-groups.

6.6.02 Assign two officers and a supervisor to all shootings or cuttings. Officers may request additional units to search the surrounding areas if the suspect has left the scene. Assign emergency traffic upon the arrival of officers.

6.6.03 Classify walk-in victims of shootings, cuttings, or clubbings who self-admit at a medical facility as a WALKIN. Do not broadcast or tone this call classification on other law enforcement channels. Assign two officers and a field supervisor to the call.

When taking the call of a WALKIN, the call taker should attempt to ascertain the location of the assault, the time element, any suspect information, and any information about who brought the victim in.

6.7.00 Priority "E" Calls

Assign two officers and a field supervisor to all Priority "E" calls. The exception to this is OIT/PIT/FIT. In those instances, assign three officers and a field supervisor. Assign emergency traffic upon the arrival of officers.

6.8.00 In Progress or Just Occurred Calls

All "In Progress" calls not requiring a field supervisor should have two officers assigned regardless of the time of day.

All calls occurring within 10 minutes that do not require a field supervisor should have two officers assigned.

6.9.00 Disturbances

Assign two officers to disturbance type calls. If the call involves any type of weapons or a large group of people, assign two officers and a field supervisor.

For officer safety, it is imperative that officers receive suspect information and weapons information as soon as possible. If the suspect is no longer on scene, advise officers of a mode and direction of travel as well as, a time element.

6.10.00 Alarms

6.10.01 Hold-Up Alarms on Business (HU)

The dispatcher will immediately assign two officers and a field supervisor to respond to a hold-up alarm on a business. Assign emergency radio traffic upon arrival.

The first officer to arrive in the immediate area of the alarm will take a position to afford the best vantage point while at the same time remaining undetected and behind cover. This officer will also assume the responsibility for coordinating the arrival and placement of other officers until a supervisor arrives.

After evaluating the circumstances, the officer-in-charge will determine the need for a confirmation call from the dispatcher to the business prior to further action by officers. If the officer requests a confirmation call, the dispatcher will call the business and request the victim or other reliable source to contact the officer outside the building. Obtain a name and clothing description of the person responding.

Officers will attempt to remain behind cover until it can be determined that it is safe or necessary to enter the building. With or without a confirmation call, no less than two officers will initially enter the scene.

Two officers must confirm clearance of a hold-up alarm. A two-officer car can clear an alarm using two different radios. If the alarm is determined to be false, responding officers will clear the call on an N4 and return to service.

6.10.02 Residential Panic Alarms (HURES)

Assign two officers on all residential panic alarms regardless of the time of occurrence. Assign emergency traffic upon officer's arrival.

Any officer or supervisor familiar with the residence may request additional officers. A field supervisor may authorize sending only one officer when necessary. If the alarm is determined to be false, responding officers will clear the call on an N4 and return to service.

6.10.04 Package (PKG)

The on-going success of the device relies on the secrecy surrounding it. The tracking device is only to be referred to as "the package" over the air or on unsecured phones. If the "package" is stationary, two units and a supervisor will be dispatched to the bank. If the "package" is moving, two units will be dispatched to the bank and two units will be dispatched to the location of the "package". A supervisor will be assigned to the call.

6.10.03 Silent Entry (SE) and Audible Alarms (AUD)

Assign two officers to both types of alarms and issue emergency traffic for silent entry alarms. If the alarm is determined to be false, responding officers will clear the call on an N4 and return to service.

6.10.04 Disturbance Alarms (DA or DVA)

Disturbance type alarms are Priority "2" calls that must be dispatched within seven minutes. The exception to this is A.D.T. Aware alarms (DVA), which are Priority "1" calls that must be dispatched within three minutes.

Assign two officers on these alarms regardless of the time of occurrence or type. Any officer or supervisor familiar with the building may request additional officers. A supervisor may authorize sending only one officer when necessary. Upon completion of a disturbance alarm call, officer will utilize the appropriate N-code or pull a case number.

6.10.05 Medical Alarms (MEDALM)

Assign one officer assist EMS in gaining entry unless the location of a key or key holder can be determined or the alarm company indicates that the patient has already unlocked the door.

6.11.00 Missing Child Cases (LOSTJ)

View a missing child case as a potential crime against a person. Assume the missing child is in danger. Assign one officer initially to interview the parent(s) to determine legal custody status and search the child's home thoroughly.

The officer will request additional units as needed and notify a field supervisor. The field supervisor is responsible for contacting the EMCU Supervisor at once when one or more of the following criteria apply to the missing youth:

- A. He/she is age ten or younger; or
- B. He/she is believed to have left Sedgwick County; or
- C. He/she is mentally incapacitated; or
- D. He/she may have been a victim of foul play or sexual exploitation; or
- E. He/she is drug-dependent; or
- F. He/she is believed to be with adults who may endanger the welfare of the youth; or
- G. He/she has been absent twenty-four or more hours before being reported; or
- H. The missing youth's absence cannot be explained in any way.

6.11.01 The EMCU Supervisor shall be responsible for determining the level of response relating to the investigation of the case. If the incident warrants activating the *Amber Alert Plan*, he/she will notify the Duty Chief. Only the Chief of Police or Duty Chief can make the decision to activate the plan. Once activated, the 911 supervisor will:

- A. Notify the "on call" supervisor for Sedgwick County Emergency Management.
- B. Notify the WPD Crimes Against Persons Bureau Commander.
- C. Instruct dispatchers to send six officers to the Emergency Operation Center to answer the tip lines. WPD patrol personnel will initially staff these positions. If the tip lines need to be staffed longer than 24 hours, the Incident Commander may request alternate personnel.
- D. Contact the Wichita FBI Agent in charge at 262-0031 during the day, or contact the Kansas City Office at 816-512-8200 if unable to reach the local office.
- E. Call the WPD records supervisor, who will send one clerk to the EOC for data input.
- F. Assign a tactical channel and dispatcher as soon as possible.

Tone all channels with the following announcement: ATTENTION ALL MEDIA AND LISTENING STATIONS. THE WICHITA/SEDGWICK COUNTY EXPLOITED AND MISSING CHILD UNIT IS ACTIVATING THE AMBER ALERT PLAN. BE PREPARED TO RECEIVE AN EMERGENCY ALERT SYSTEM MESSAGE AND BROADCAST THE MESSAGE AS SOON AS POSSIBLE. REPEAT. THE AMBER ALERT PLAN IS BEING ACTIVATED; PREPARE TO RECEIVE AN EMERGENCY ALERT SYSTEM MESSAGE.

6.12.00 Airport Emergencies (ICTAIR/PLANE)

Assign two officers and a supervisor initially to emergencies at Mid-Continent Airport involving a plane crash, a potential plane crash, fire, or explosion. The WPD West dispatcher is responsible for ensure that a call is also entered for a Sedgwick County Sheriff response.

The first arriving officer will assist with traffic control at the appropriate major intersection on Crossfield Rd.

- A. Emergency equipment responding to emergencies on the west side of the airport will be responding to and staging at Gate "A". The first arriving officer will need to block westbound traffic on Crossfield Rd. at Mid-Continent Drive for the responding emergency units.
- B. Emergency equipment responding to emergencies on the east side of the airport will be responding to Gate "D". The first arriving officer will need to block southbound traffic on Airport Rd. at Crossfield Rd. for the responding emergency units.

The second officer at the scene shall assume a position at the gate where emergency response equipment will be responding. They will assist with traffic control at the location and ensure that only authorized emergency equipment and vehicles access to the airfield.

6.12.01 Assign two officers and a supervisor to a plane crash at any other airport or location within the City of Wichita. The commanding officer at the scene shall have the dispatcher notify the Federal Aviation Administration Flight Standards District Office. If the emergency occurs at a time other than normal business hours, the dispatcher shall notify the Flight Service Station at Mid-Continent Airport. Flight Service Station personnel will then provide the name and telephone number of the Federal Aviation Administration investigator. Information pertaining to the type of aircraft involved, location of the crash site, and number of injured and deceased shall be given to the FAA Investigator.

The commanding officer in charge of the scene shall take appropriate traffic control measures to facilitate the prompt arrival of fire-fighting apparatus and EMS personnel.

6.12.02 In the event of an airplane crash at Jabara Airport, assign officers to the following areas to assist the Wichita Fire Department with traffic control:

- A. Jabara Airport at 3200 N. Webb Rd.
- B. Midwest Corporate Aviation at 3500 N. Webb Rd.
- C. Any other locations determined by the commanding officer

6.13.00 Deceased Persons (Death)

Assign one officer and a field supervisor to any death occurring outside of a hospital or nursing home. The only exception to this occurs when a health care worker who is with the patient and is an employee of one of the agencies listed in INFO/INDEX under HOME HEALTH CARE PROVIDERS calls to have a message entered for the Medical Examiner. In these cases, a WPD response is not necessary.

6.14.00 Check or Pickup a Signal 32 (32PER)

Route this call to the officer's MCT and utilize the CAD command "HU" for that officer. The officer will run the individual through SPIDER to check for wants and warrants. After confirmation, the officer will advise his/her supervisor who will make a response determination or Nora 1 the call.

6.15.00 Attempted Suicide (SUICID)

Assign two officers to this call and advise a field supervisor of the call. When officers check out, ascertain if they want emergency radio traffic. If the attempt is by self-inflicted gunshot, classify the call as a SHOOT.

6.16.00 Emergency Accident Reporting Plan (EARP)

The Duty Chief or above may implement the Emergency Accident Reporting Plan (EARP) in extremely inclement weather. When this plan is in effect, only assign officers to traffic accidents that involve:

- Injury; or
- DUI; or
- Hit and Run, with solvability factors; or
- Inoperable vehicles

All other traffic accidents shall be reported within twenty-four (24) hours by the driver(s) involved at the City Hall Badge on the Floor, any substation, or on the WPD Web Site of www.wichita.gov. Local Quik Trips also have Accident reports for citizen use.

EARP guidelines do not apply to accidents occurring on state highways. In those instances, the Kansas Highway Patrol must respond.

6.17.00 47RT

When a victim of a traffic accident calls to make a report, an officer shall not be dispatched if;

- A. The victims have exchanged information, left the scene, and are no longer in contact; or
- B. The victim is involved in a hit and run accident that occurred overnight or during some lengthier period of time, and there is no physical evidence or license plate information on the run-vehicle. Instruct the victim to make a report at the City Hall Badge on the Floor, a WPD substation, or on the WPD Web Site of www.wichita.gov.

6.18.00 47

Non-injury accidents are a one-unit response during daylight hours unless the accident occurred on a busy thoroughfare. If so, send a second officer to assist with traffic control.

The Wichita Police Department does not investigate non-injury accidents that occur on private property unless there is a drunk driver involved. If a drugs or alcohol are involved, assign two officers.

Assign an officer to work the case when a vehicle owned by the City of Wichita is involved regardless of place of occurrence (i.e. private property or traffic-way) or time element.

One officer will respond to non-injury hit and run accidents that have just occurred on the roadway.

6.19.00 48

Assign two officers to all injury accidents. If the accident is on a major thoroughfare, in a congested area, or involving multiple vehicles, officer may request additional units for traffic control and report purposes.

One officer must respond to injury accidents occurring on private property. Fatal accidents on private property require an officer and an investigator.

6.20.00 Abandon Vehicle and Parking Complaints (ABNVEH/PRKVIO)

From 0900 to 1700, Monday through Friday, assign Ambassador units to these calls in the core, downtown area. Assign one officer at all other times and in all other areas. Reports of abandon vehicles on private property will be referred to the substation.

6.21.00 Vehicle/Pedestrian Stops (TSTOP/SSTOP)

When stopping a vehicle/pedestrian for any reason, all officers are to notify the dispatcher of the following information in the following order:

- Unit number;
- The fact of stopping a vehicle/pedestrian;
- Location of the stop (pause for the dispatcher to acknowledge);
- Tag number for vehicles;
- Vehicle/pedestrian description
- Any other pertinent information

6.21.01 Provide backup units on vehicle/pedestrian stops as follows:

- A. For stops made in daylight hours by a one-officer unit, the officer stopping the vehicle shall notify the dispatcher as to whether a back-up unit is required.
- B. For stops made in nighttime hours by a one-officer unit, the dispatcher will automatically assign a backup to assist. Should this not occur, the officer making the stop shall request back-up assistance.
- C. Do not assign a backup to assist a two-officer unit on a vehicle stop unless they request assistance.
- D. Utilized all units for backup assignments. If an officer (or Detective, Sergeant, Lieutenant, etc.) is close to a unit requiring a back up, he/she shall notify the dispatcher and respond.
- E. After the officer making the stop has determined the back-up unit no longer needs to stay on the scene, the back-up unit may return to regular duty.
- F. Provide backups to one-officer units on all pedestrian stops regardless of time of day.

6.22.00 Traffic Pursuits (TPURS)

Any officer that initiates a pursuit should immediately notify the dispatcher with the following critical information:

- A. Unit number
- B. Location, direction of travel, speed
- C. Reason for the pursuit
- D. Description of vehicle and occupant(s), tag information and suspect's identity if known
- E. Other information necessary to justify the pursuit (i.e. road conditions, traffic density, weather conditions)

Except as modified below, no more than three vehicles should be involved in a pursuit: the pursuing unit, one support unit, and a supervisor. Only two vehicles are allowed in absence of a supervisor actively involved in the pursuit.

The pursuing officer may request, and the controlling supervisor may approve, additional units to join the pursuit if it is reasonably believed that the number of officers in the primary and secondary units will not be sufficient to safely affect the arrest of the suspect(s).

Whenever possible, the helicopter will join a pursuit after notification by the dispatcher. Upon joining the pursuit, the helicopter will advise the dispatcher and controlling supervisor of the helicopter's presence and ability to maintain contact direct the pursuit. Once contact is made with air support and air support has the suspect vehicle in sight, ground pursuit should terminate. The helicopter will direct ground units to the fleeing vehicle's termination point.

6.22.01 Pursuit Requirements of the Dispatcher

- A. The dispatcher will transmit all available information pertinent to the pursuit to other police units.
- B. The dispatcher will immediately identify the closest field supervisor and designate him/her as the controlling supervisor.
- C. The dispatcher will notify the helicopter duty pilot.
- D. The dispatcher will advise pursuit vehicles of any known or potential hazards in the path of the pursuit such as accidents, street closure, etc.
- E. Dispatchers will attempt to determine the reason(s) for which the vehicle is fleeing.

If it becomes evident that the pursuit might cross into another dispatch area having a different radio frequency, the originating dispatcher will ensure the appropriate dispatcher and officers are aware of the chase moving into another Bureau. The information then will then be simulcast on both channels. Officers involved in the chase will remain on the channel the chase originated.

6.22.02 The 911 supervisor will notify the Chief of Police and the Duty chief in the event of any of the following relating to a vehicle pursuit:

- A. A police vehicle pursuit results in any traffic accident (both 47 and 48)
- B. Police department personnel or citizens are injured as a result of the pursuit.
- C. Vehicle pursuit leaves the City of Wichita city limits.
- D. Vehicle pursuit goes beyond five minutes in duration.
- E. Other law enforcement agencies are involved other than WPD.
- F. If there are any unusual circumstances that involve the police vehicle such as ramming the suspect vehicle or the police vehicle being stolen.

6.23.00 Recovered Stolen Vehicles (32VEH)

Any auto reported as stolen under a Sedgwick county Sheriff's Department case that is recovered by a WPD officer inside the city limits shall be handled by the WPD officer. If exigent circumstances exist, the WPD officer shall notify a sheriff supervisor to determine how he/she wishes to handle the case (i.e. processing by the Sheriff's Lab or impounding the vehicle "Hold for Sedgwick County Sheriff's Department"). If circumstances warrant, a sheriff supervisor may request, and a WPD supervisor must approve, processing by a WPD Crime Scene Investigator.

Any auto reported as stolen under a WPD case number that is recovered by a Sedgwick County Sheriff's Deputy shall be handled by the Sheriff's Deputy, unless exigent circumstances exist. If there are exigent circumstances, the Sheriff's Deputy shall request the dispatcher notify a WPD commissioned supervisor to respond to the scene. If the WPD supervisor believes that the vehicle needs processing for evidentiary purposes, he/she shall request a WPD Crime Scene Investigator response.

6.24.00 Runaway Reports (RART)

When a citizen calls in to report a runaway in the Wichita Police Department's jurisdiction, the caller should be transferred to the closest substation once it has been determined that the call is not of a lost juvenile nor that a disturbance has not just taken place. The Badge on the Floor will advise the caller of what information must be brought in to enter the case.

Runaways from SRS custody, Wichita Children's Home (WCH), Liberty Justice, etc. should be transferred to the WPD Case Desk.

6.25.00 Bomb and Explosives Calls (Code26/Device)

Bomb threats pose a severe risk to officers and citizens. Take great care to obtain as much information as possible from the initial call. When a bomb threat is received from any location, the dispatcher will assign two officers and a field supervisor. If the bomb threat is made from a known location, two officers should be dispatched to that location as well.

In the event of a found explosive device, a Watch Commander or higher may request the response of an EOD Technician. Once a Watch Commander determines the need for an EOD Technician, they will notify their dispatcher either by radio or by phone. The dispatcher is responsible for ensuring the Emergency Communications Supervisor is aware of the request. The supervisor will approve the call-out through the Special Operations Commander.

There will be no EOD response outside the city limits of Wichita without approval of the Chief of Police or Duty Chief. Due to a Memorandum of Understanding between the Wichita Police Department and ATF, all requests for EOD assistance outside the corporate limits of the City of Wichita must come through the Bureaus of Alcohol, Tobacco, Firearms, and Explosives.

6.26.00 Special Assignments (SA)

When officers call in via radio or phone to advise they are on Special Assignment, the dispatcher taking the call is responsible for obtaining and entering the following information:

- Officer(s) on the call using unit number or identification number
- Location of the assignment
- Duration of the assignment
- Contact radio and/or phone numbers
- If they want checked on
- If they want automatically cleared at the end of the assignment or if they will advise when they are finished

If the officer is requesting a TAC channel, refer them to the dispatch supervisor or their designee. This person will check the request against the TAC calendar maintained at the supervisor's console and ascertain if they are requesting an additional dispatcher. The dispatch supervisor has the authority to delay a request for a monitored channel until appropriate staffing levels are attained. If approved, the person taking the call will be responsible for obtaining and entering the information identified above.

This policy also includes officers who are working a part-time assignment off-duty. If they are off-duty, the officer will use his/her identification number as their unit number.

6.27.00 Animal-Related Calls (ANIMAL/VICDOG)

Handle telephone calls from citizens that involve injured, stray, vicious, abandoned or dead animals in the following manner:

6.27.01 Between the hours of 0700 and 2359, calls not directed to Animal Control's number (268-8473) but instead received by Emergency Communications, immediately forward them to Animal Control's number.

6.27.02 Between the hours of 0000 and 0659, no Animal Control personnel will be on duty. Voice mail at 268-8473 during this time will explain Animal Control's three color-coded priority rankings (see following) to any citizen who calls that number directly. The voice mail instructs callers to evaluate their situations and classify their calls into one of the three categories. The recording also informs them that Animal Control personnel will follow up on green and yellow situations at 0700 and that they should leave their information on the voice mail. However, it will instruct callers who determine they are involved in a priority red situation to call the Downtown Badge on the Floor at 268-4111. The Downtown Badge will then be responsible for contacting and dispatching the on-call Animal Control officer to respond to priority red situations.

6.27.03 Between the hours of 0000 and 0659, calls not directed to Animal Control's number but received by Emergency Communications, immediately forward them to the Downtown Badge. The Badge will then be responsible for determining the priority ranking of each call and for contacting and dispatching the on-call Animal Control officer to respond to priority red situations. The Downtown Badge also will collect the necessary information from priority green and yellow callers and leave it on Animal Control's voicemail.

RED: Imminent danger to people, animals or property and/or assistance to public safety agencies. Examples include:

- Un-owned sick or injured pets
- Animal bite to human by a loose or stray animal/wildlife
- Acts of violent physical abuse to an animal
- Law enforcement, fire or EMS assistance
- Any severe animal bite requiring hospitalization and/or EMS transport

Yellow: Public assistance, perceived hazard or threat is not occurring at this time, or is not urgent. Examples include:

- Dog running at large from a specified address
- Non-severe animal bite to human by a secured or owned animal
- General or ongoing neglect of an animal

Green: General nuisance complaints, inquiries and services not mandated or identified within codes: Examples include:

- Loose or stray animals
- Dead animals
- Requests for live animal traps

Calls involving vicious animals that are still a threat to citizens will also require the response of an officer.

6.28.00 Radio Talk-Groups

The Wichita Police Department utilizes the following 800MHZ radio talk-groups for operation:

- | | |
|----------|--|
| PD-West | Used for the daily operations and dispatching of West Patrol, West Community Policing, West SCAT, West SRO, and Air Section |
| PD-South | Used for the daily operations and dispatching of South Patrol, South Community Policing, South SCAT, South SRO, and Ambassador |
| PD-North | Used for the daily operations and dispatching of North Patrol, North Community Policing, North SCAT, North SRO, Chaplain, Lab, and Gang Unit |
| PD-East | Used for the daily operations and dispatching of East Patrol, East Community Policing, East SCAT, East SRO, and Eastborough |
| Common | Officers use common channels as "talk around" channels for traffic considered too lengthy for the regular channel. Emergency Communications does not monitor the traffic on these channels. West and South Bureaus share a common channel; as do North and East Bureaus. |
| TAC | Law enforcement use Tactical channels 10 through 13 for special operations. Under normal circumstances, Emergency Communications does not monitor TAC channels; however, during special operations such as hostage situations and/or SWAT call-outs, a dispatcher may be assigned. To avoid scheduling conflicts, the Emergency Communications Supervisor or their designee must approve TAC channel requests. |

6.29.00 Emergency Radio Traffic

Emergency radio traffic may be requested by any authorized WPD radio user and/or shall be declared by a dispatcher when any of the following circumstances exist:

- A. When necessary for the safety of any department member; or
- B. When officers arrive on scene at any Priority "E" call; or
- C. When officers arrive on the scene of a silent entry alarm; or
- D. When any WPD officer is involved in a pursuit

Emergency Communications personnel shall be responsible for declaring the beginning and ending of emergency radio traffic and on which radio channel(s) it is to be observed.

While emergency radio traffic is in effect, radio transmissions shall be restricted to essential messages only:

- A. Keep transmissions brief and utilize signals and codes as much as possible.

- B. Delay non-essential communications between officers and dispatch until emergency radio traffic is rescinded.
- C. Personnel whose transmissions do not fall within emergency radio traffic guidelines shall be quickly and concisely reminded of the existence of emergency radio traffic by a WPD supervisor or a dispatcher.

When the need for it no longer exists, the following may terminate emergency radio traffic:

- A. Any field supervisor; or
- B. Any member of the department who is on the scene of the precipitating event; or
- C. A dispatcher with concurrence from a field supervisor.

6.30.00 Unified Command Channel

The success of a Unified Command at the scene of any major incident is totally dependent on communication between agencies involved in the initial response. It is recognized that the best Unified Command structure involves face-to-face communication between agency supervisors from the same command post. However, instances may arise in which there are multiple command posts associated with a scene covering a large area (plane crash, tornado damage, etc). For these reasons, Emergency Communications has created a Unified Command radio channel that is available for use.

Radio Channel "1P" has been designated as a radio channel to establish a Unified Command at the scene of major incidents. Only command officers and commissioned supervisors will have this channel available for use.

The Watch Commander will immediately establish a command post or respond to the command post established by another agency for major incidents. In most cases, the type of incident will be the determining factor as to who is responsible for the creation of a command post.

The police commander/supervisor responsible for a police incident should make the determination on the need to establish a Unified Command and the use of the available radio channel. The commander/supervisor should request a representative from each responding agency at the command post to give direction to their individual personnel based on the needs reported to the command post.

The primary function of this available channel is to allow upper level command the ability to communicate and coordinate responses and duties when face-to-face communication is not practical or possible.

To initiate the use of the Unified Command channel, the incident commander will advise their operations channel dispatcher. It will then be the responsibility of that dispatcher to advise the dispatchers of the other participating agencies to have their primary command switch to the Unified Command channel. Emergency Communications personnel will not monitor the Unified Command channel unless specifically requested by the incident commander. The radio traffic on this channel should be limited to requests between commanders to fulfill the needs of the response. The commanders at the command post should have two radios available at the command post; one for the primary patrol channel and one for the Unified Command channel.

6.31.00 Emergency Mobile Command Vehicle

All agencies that dispense emergency services within Sedgwick County have an Emergency Mobile Command Vehicle available for use. The Sedgwick County Disaster Management Office will coordinate and manage its availability.

The Command Vehicle contains communication, office and personnel-rehabilitation equipment. It will accommodate both personnel recuperation and command needs simultaneously. Only a Watch Commander or above may call out the Emergency Mobile Command Vehicle.

When it is determined that the Emergency Mobile Command Vehicle is required, the requesting Commander shall advise the dispatcher. A driver, designated by the Sedgwick County Disaster Management Office will transport the vehicle to and from the scene, and provide for its operation for the duration of the incident.

SECTION VI

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7.0.00 CURRENT AGREEMENTS BETWEEN THE WICHITA POLICE DEPARTMENT AND EMERGENCY COMMUNICATIONS

Shift change

WEST PATROL	1 st Watch:	0700 – 1700 (A-10 series)
	2 nd Watch:	1100 – 2100 (B-100 series)
	3 rd Watch:	1700 – 0300 (B-10 series)
	4 th Watch:	2100 – 0700 (C-100 series)
	Power Shift:	1900 – 0300 (D)
SOUTH PATROL	1 st Watch:	0700 – 1700 (A-10 series)
	2 nd Watch:	1100 – 2100 (B-100 series)
	3 rd Watch:	1700 – 0300 (B-10 series)
	4 th Watch:	2100 – 0700 (C-100 series)
	Power Shift:	1900 – 0300 (D)
EAST PATROL	1 st Watch:	0700 – 1700 (A-10 series)
	2 nd Watch:	1100 – 2100 (B-100 series)
	3 rd Watch:	1700 – 0300 (B-10 series)
	4 th Watch:	2100 – 0700 (C-100 series)
	Power Shift:	1900 – 0300 (D)
NORTH PATROL	1 st Watch:	0700 – 1700 (A-10 series)
	2 nd Watch:	1100 – 2100 (B-100 series)
	3 rd Watch:	1700 – 0300 (B-10 series)
	4 th Watch:	2100 – 0700 (C-100 series)
	Power Shift:	1900 – 0300 (D)

7.1.00 Lunch Breaks (LUNCH)

All sworn and non-sworn police personnel are allowed to take a 30-minute lunch break (602) during each tour of duty if call volume permits.

Officers will notify their dispatcher when wishing to take a lunch break. The dispatcher shall control the amount of police personnel allowed to be on 602 at any point in time. Two officers, either one 2-officer car or two separate 1-officer cars, are to be available per Bureau before granting 602.

The lunch break is on-duty time for sworn Field Services Bureau officers. They will monitor their police radios during their meal break and are subject to call if necessary. Officers on official lunch break will not be dispatched to any calls or given any messages unless the message is of an extreme emergency or the contingency steps for a Priority “E”, “1” or “2” call reaches the necessary level.

7.2.00 Tape Requests

Emergency Communications will provide taped copies of police radio transmissions and phone calls for criminal investigations or internal use. All requests for tape copies must be authorized by a Sergeant or above and requested through the 911 supervisor. The person taking the request will complete a Tape Request form.

Once notified of a completed request, Emergency Communications will hold the tape for ten days. After that time, Emergency Communications will erase it.

A replacement tape is required before Emergency Communications will release a tape copy.

7.3.00 Messages

Emergency Communications will not relay personal messages for on-duty officers except in the case of an emergency. Refer citizens with these requests (including off-duty officers) to the appropriate sub station.

Relay all emergency messages as soon as time and call load permit. Emergency messages that have a phone number with no name will be accepted, but the preferable information is a phone number and a name.

7.4.00 Disposition Codes (Nora Codes)

Every dispatched call must be cleared by one of two methods only. Either the field unit assigned must obtain an case number or the unit must give the dispatcher a disposition code indicating that no report will be made. The dispatcher shall enter this code as the disposition for the call. The Nora Codes are as follows:

- N1 Cancelled prior to arrival. Only a dispatcher or WPD supervisor authorizes this code.
- N2 Duplicate of another call. The officer, who shall give the dispatcher a case number for the duplicate call, determines this code.
- N3 No complainant located.
- N4 False alarm
- N5 Non-police incident. This indicates that a report will not be made.
- N6 Prisoner transport only.
- N7 Assist another agency such as Fire or EMS.
- N8 Call transferred to Case Desk

It is the responsibility of the field unit to select the appropriate Nora Code and advise the dispatcher. If the dispatcher is aware the call needs a Nora Code and one not provided, they are to request one.